

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



9-25-90

ALL-COUNTY LETTER NO. 90-91 per B. Vogel

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: Automation of Child Welfare Services
Program: Interim Systems PolicyREFERENCE: Manual of Policy and Procedures, Sections 28-005,
28-010, 28-110, 28-115.

The State Department of Social Services (SDSS) has been pursuing the automation of California's Child Welfare Services program as mandated by SB 370 (Chapter 1294 of 1989) Section 16501.5. This legislation directs the State to develop and implement a single statewide Child Welfare Services Case Management System (CWS/CMS) no later than July 1, 1993. All County Letter (ACL) Number 87-146 dated November 3, 1987 previously detailed the policy for approval of Electronic Data Processing (EDP) requests for CWS automation during the interim period prior to implementation of the statewide CWS/CMS. Since dissemination of ACL 87-146, the CWS/CMS development process has progressed and currently the SDSS is involved in the competitive bid process to secure a vendor to design and implement the CWS/CMS by July 1993. Given the limited timeframe prior to statewide implementation, the SDSS has revised its policy for approval of interim CWS automation requests. Review of County Advance Planning Documents requesting CWS automation will utilize the following revised guidelines:

Automation Required To Maintain Existing CWS EDP Systems

This policy governs requests for the replacement or enhancement of a current CWS EDP system (including additional workstations or the automation of a manual process to improve on the efficiency and/or effectiveness of operations).

This policy will be applied within existing Division 28 regulations. Counties must continue to submit all appropriate EDP acquisition requests to the SDSS Statewide Systems Program Management Bureau (SSPMB). The CWS interim policy will then be applied within the standard EDP review process.

County request for enhancements or replacements to existing CWS systems should provide the following information.

The County must:

- o Justify the urgent need in order to meet State mandates and/or requirements or to maintain system operations;
- o Demonstrate that the existing equipment/system is no longer functional (i.e., down time, repair record, reached capacity) and/or is no longer supported by the industry;
- o Evaluate alternatives and demonstrate that this is the most economical approach;
- o Agree to replace the CWS system with the CWS/CMS in accordance with the statewide implementation schedule that will be developed by SDSS; and
- o Provide a cost benefit analysis, in accordance with Division 28-110 regulations, demonstrating a payback of development costs prior to December 31, 1992.

Automation For New CWS Systems Not Currently In Existence

Due to the relatively short timeframe prior to statewide implementation of the CWS/CMS, no new system development will be approved. Exceptions for minor automation (i.e., personal computer) applications with payback by December 31, 1992, will be considered on a case by case basis. These requests must provide the same documentation as detailed in the first section of this ACL.

Automation Of CWS Support Activities

Requests which provide administrative or clerical support automation (i.e., automation of personnel transactions or clerical support pools) but do not have a direct effect on automation of CWS programs or include the functionality for the proposed CWS/CMS project (see ACIN I-49-90) will still be approved, if all other applicable Division 28 criteria are met.

If you have any questions regarding the approval of CWS automation during this interim period, please contact Ms. Judith R. Silva in the Child Welfare Services Systems Bureau at (916) 327-8117.

Sincerely,

A handwritten signature in cursive script, appearing to read "Loren D. Suter".

LOREN D. SUTER
Deputy Director
Adult and Family Services